



# MICHIGAN ENVIRONMENTAL HEALTH ASSOCIATION

An organization of professionals dedicated to the improvement of health through management of the environment.

## MICHIGAN ENVIRONMENTAL HEALTH ASSOCIATION EXECUTIVE BOARD MINUTES July 20, 2007

### I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on July 20, 2007, at the Ingham County Health Department in Lansing, Michigan. President Janet Phelps called the meeting to order at 10:08 a.m..

Members Present: Janet Phelps, Bob Paulus, Rodney Blanchard (via TC), Lynne Tarbutton (via TC), Erin Miller, Ken Priest

Members Absent: Alan Hauck, John Texter, Kristen Schweighoefer, Tracy Nelson, Nancy Atwood (all excused)

Guests Present: 10:30 Harry Grenawitzke, 10:55 Pat Donovan

### II. ADDITIONS TO THE AGENDA:

A. Add Item D. under New Business - Message Board on Web Site

**Motion by Bob Paulus and seconded by Ken Priest to accept the agenda as amended. Motion passed unanimously on a voice vote.**

### III. SECRETARY'S REPORT

A. Approval of Minutes  
The June 8, 2007 minutes were reviewed.

**Motion by Erin Miller and seconded by Ken Priest to approve the minutes as submitted. Motion passed unanimously on a voice vote.**

B. Updated 2007-8 Committee Chair/Board Liaison list. Janet indicated Shannon Briggs is now the Recreational Water Conference Committee Chair.

#### **IV. TREASURER'S REPORT**

##### A. Monthly Report

Copies of the Treasurer's Monthly Report and Register Report dated May 17, 2007 through July 16, 2007 were distributed; discussion followed. Bob questioned if the AT&T \$130 payment was for actual phone bill fees or a phone fee to MALPH. Details regarding a payment to Mr. Grenawitzke were also requested. Bob and Janet's bills for NEHA and IFP conferences will be reviewed at the next meeting. A presentation by AG Edwards is planned for the September Executive Board meeting. The MEHA credit card balance and monthly payment of the balance will be discussed during the next meeting. John Texter will provide a NEHA report during the next meeting.

**Motion by Bob Paulus and seconded by Erin Miller to table the treasurer's report until the next meeting.**

#### **V. PRESIDENT'S REPORT**

##### A. Correspondence

1. Janet Phelps recently wrote to Dr. Keller, LSSU, congratulating them on their accreditation.
2. Janet will draft letter for review during the next meeting supporting HB4956 & SB595, Certified Food Manager bills.
3. Janet received correspondence requesting a \$1000 donation which was tabled until the next meeting
4. The American Institute of Professional Geologists upcoming 44th annual meeting, Oct 7<sup>th</sup> to 11<sup>th</sup>, was discussed. Ken will bring more information about providing a MEHA presence during the conference to the August board meeting.
5. Chuck Lichon provided information about silent action items. Ken will ask Trish for a complete inventory

B. RAM Center - Janet provided RAM center information to Bob for the 2008 annual planning meeting.

##### C. IAFP Conference Report

Janet provided an IAFP conference report: 2000+ attendees. She met Frank Yiannif, Past President of IAFP, and indicated he may be able to attend and speak at the AEC in March. The MEHA annual report was displayed at IAFP. We were one of just a few affiliate reports presented. Janet volunteered to be affiliate chair for the 2008 IAFP. Janet obtained an ethnic food CD ROM at the conference and made a funding request for \$100 to burn a CD for each Health Dept. to be distributed at Food Protection Conference.

**Motion by Bob Paulus and seconded by Ken Priest to approve spending \$100 for ethnic food CD production. Motion passed unanimously on a voice vote.**

C. Capital One points were discussed.

**Motion by Erin Miller and seconded by Ken Priest to approve using Capital One points for gift cards to be distributed at the Food, Groundwater, Annual Conferences as door prizes. Motion passed unanimously on a voice vote.**

## **VI. UNFINISHED BUSINESS**

A. NEHA-REHS reciprocity issues need additional follow-up. Janet has ordered forms from NEHA.

### **B. MALPH Contract – Executive Session**

Pat Donovan questioned the ability of the board to call an executive session for contract discussion. Board members agreed to research open meetings act requirements for discussion at the next board meeting. Discussion of the MALPH contract took place in open session. Janet and Bob Paulus indicated they had met with MALPH and requested additional information about MALPH services provided to MEHA. At this time the information received from MALPH is incomplete. MALPH offered to revise their 2007 contract by removing the 3.3% increase they requested for 2007. Members reviewed the reduction in services expected of MALPH due to a decrease in membership which has resulted in fewer mailings, and a reduction in the number of annual conferences by two. Janet will forward information to board members when received.

C. Recreational Water Conference Tues/Thurs date discussion was tabled until next meeting.

## **VII. NEW BUSINESS**

A. CAFO Journal Article - Janet will ask Julie to add an editor's note providing author credit for the CAFO article printed in the last MEHA journal. She will also be asked to provide a note indicating the article was the author's opinion.

B. LSSU Accreditation – LSSU's Environmental Health program has been fully accredited with EHAC (Environmental Health Accreditation Council). MEHA extends its congratulations to LSSU.

C. NEHA AEC Report – Harry Grenawitzke provided a detailed NEHA AEC report for the executive board. Highlights from the NEHA meeting included: The Affiliates Presidents meeting reports provided interesting ideas for association activities such as having paid association employees, association dues comparisons, and information about the State of Indiana's EHA website. Ideas for building recognition for the EH profession such as the State of Washington's – EH Around the Clock program, and website newsletter were also presented. The NEHA conference also provided an opportunity for participants to discuss staffing difficulties, training new EH professionals, and scholarship availability. The board also discussed promoting Detroit as the 2011 NEHA AEC location. Mr. Grenawitzke's full NEHA report will be printed in the next MEHA Journal

**Motion by Ken Preist and seconded by Erin Miller to direct Janet to draft a letter to Nelson Fabian recommending Detroit as the 2011 NEHA AEC location.**

D. Message Board for MEHA Website – The board discussed upgrading the MEHA Website to include a message board and secure members only access. .

## **VIII. COMMITTEE REPORTS**

- A. AEC – no report
- B. Audit – no report
- C. Awards – Pat Donovan provided a committee summary. The committee will begin listing award recipients by the most recent recipient first. Pens (speaker gifts for fall conferences) will be ordered by Pat.
- D. Bylaws – Brian Cecil has been receiving policies and procedures for review. Recommendations will be provided at future meeting
- E. Continuing Education Committee - no report
- F. Endowment Committee – Janet will ask the to Endowment Committee to provide an inventory and price list of its silent auction materials to the Executive Board.
- G. Environmental Education Ad-Hoc – The committee will be asked to research the State of Washington’s Website and professional materials and provide recommendations to the Board.
- H. Environmental Health Curriculum Ad-Hoc – Letters by Janet and Harry to LSSU have been mailed already, Reduced conference fees for students was discussed. Pat will let CMU know about reduced student conference fees.
- I. Food Protection Conference – The conference committee’s tentative agenda for the conference was reviewed. The committee will provide a budget at next month’s board meeting.
- J. Grant and Training Funds – no report
- K. Groundwater Conference – see Food Protection Conference discussion
- L. Membership – It is the membership renewal period. Emeritus membership recommended for Mr. Lusic (Genesee County) by Janet. She’ll request a written recommendation for review from his supervisor.
- M. Nominations – no report
- N. Professional Development – A request for professional development funds was received from a MEHA member. It will be forward to the committee chair for review.
- O. Ready Reference – no report
- P. Wastewater Conference – no report
- Q. Website Development – Lynne will contact Ryan Whaley regarding adding a message board link to the MEHA website and posting the MEHA Journal on the website.
- R.Site Selection Committee – Bob would like to discuss site selection at the next board meeting and would like to be included in the site selection and negotiation process.

**IX. NEXT MEETING** – August 17<sup>th</sup> @ 10:00 a.m., Ingham county Health Department, Lansing

## **X. ADJOURNMENT**

**Motion to adjourn by Rodney Blanchard and seconded by Lynne Tarbuton to adjourn the Executive Board Meeting at 1:05 p.m. Motion passed unanimously on a voice vote.**

Respectfully submitted,

Lynne Tarbuton, R.S.  
MEHA Executive Board Member  
August 7, 2007

